THE UNIVERSITY OF DAR ES SALAAM STUDENT TEACHER'S ASSOCIATION (UDSTA)

UDSTA CONSTITUTION AND RULES

REVISED EDITION 2025

This Revised Edition of the UDSTA Constitution and Rules, has been revised up to and including 30th June, 2025 and is printed under the authority of UDSTA Legal Affairs Office.

Dar es Salaam *UDSM Main Campus*,
01st July, 2025

JACKSON GASPER KALULU,
UDSTA Legal Officer

PRINTED UNDER THE AUTHORITY OF UDSTA LEGAL AFFAIRS OFFICE

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INTERPRETATION

1. The following words shall be interpreted to mean;

UDSTA shall be the short form of **University of Dar es salaam Students Teachers Association.**

ASSOCIATION shall stand to mean the so established University of Dar es salaam Student Teachers Association (UDSTA)

EXCOM means the executive committee of the association

The constitution means the constitution of UDSTA as amended time to time.

Office means and includes any position of trust, responsibility and duties, functions and authority in any UDSTA organs established by or under this constitution

University means the University of Dar es salaam established under the Act and by Article 3 of the charter.

University rules and regulations means rules and regulations made in accordance with the Act and the charter.

UNIVERSITY OF DAR ES SALAAM
STUDENT TEACHER'S ASSOCIATION
(UDSTA)

PREAMBLE

FOUNDATIONS OF THE CONSTITUTION

WHEREAS the University of Dar es salaam has been established under the University Act of 1970 as a public institution to grant the environment of academic freedom, and undertake its social responsibilities and obligations to the United Republic of Tanzania, Africa and the World, while being fully accountable to the public.

WHEREAS since its establishment the University of Dar es salaam, many students pursuing different programs in education in the Faculty of Arts and Social Sciences, Faculty of Science and Faculty of Education currently college of Arts and Social sciences, College of Natural and Applied Sciences and School of Education respectively, have been enrolled.

WHEREAS education profession in our country has been, for a long time facing many challenges, problems and some negative perceptions.

AND WHEREAS the University of Dar es salaam Students By-Laws allows the formation of student Associations on different bases,

THEREFORE, this constitution is enacted to govern and regulate the functions and activities of the so formed University of Dar es salaam Student Teacher's Association (UDSTA), in accordance to the students By-Laws, the University Charter, the Laws of the United Republic of Tanzania, and while observing society morals and prosperity.

CHAPTER ONE

UDSTA ESTABLISHMENT, OBJECTIVES AND ACTIVITIES.

PART I

ARTICLE 1

NAME AND HEADQUARTERS

1) There shall be and hereby established the University of Dar es salaam Student Teacher's Association, in short form UDSTA.

2) The Headquarters of UDSTA shall be UDSM Main Campus'

ARTICLE 2

OFFICIAL LANGUAGES

The official languages of UDSTA shall be English and/or Swahili

PART II

ARTICLE 3:

OBJECTIVES

The general objectives of UDSTA shall be as provided hereunder;

1. To promote and protect the dignity and status of the teaching profession including observation of ethical standards, understanding, knowledge and skills.

2. From time to time, to assemble education students to discussion development and problems facing teaching profession, as well as education system in Tanzania.

3. To observe, promote and protect welfare and conditions of education students and staff in education institutions in Tanzania.

4. To create a platform for negotiations, so as to ensure that there is enough incentives and conducive environment which will motivate education students to observe and adhere to teaching profession ethics.

5. To cultivate mutual cooperation and understanding among students and staffs of the schools and colleges at the university of Dar es salaam as well as between the association and the public

education stakeholders, such as, the Ministry of Education and Vocational Training, Tanzania Teachers Union (TTU), Tanzania Institute of Education (TIE) and others.

6. To foster and promote Gender equity in Teaching Profession, thus promoting Gender equality and Education

7. To explore Education students and other stakeholders to create modern, appropriate and affordable teaching aids and materials so as to cope with growing technology in teaching profession.

ARTICLE 4

ACTIVITIES

1. UDSTA in pursuit of its objectives stated in Article 4 herein above, may carry out any or

all of the following activities;

(i) To initiate and organize public discussions, symposium and talks on issues of Education.

(ii) To participate in /or organizing essay writing competitions on the topics about burning issues on Education.

(iii) To produce publications on contemporary issues of the Teaching profession.

(iv) To undertake fund raising activities when seems necessary, to pursue functions of the Association and which should be authorized by the executive committee.

(v) To organize Concerts, get together parties and forums aiming at bringing education students together and intact.

(vi) To arrange part time voluntary teaching for schools with high need of teachers.

CHAPTER TWO

MEMBERSHIP ELEGIBILITY, RIGTHS AND DUTIES

PART I

ARTICLE 5

MEMBERSHIP

1. There shall be three categories of membership

(i) **Ordinary membership**

Any student admitted to school of education, College of Arts and Social Sciences and

College of Natural and Applied Science pursuing A Bachelor in Education, shall be eligible

to ordinary membership in fulfillment of the membership application forms, payment of the fees and other agreeable contributions.

(ii) **Associate membership**

Associate Membership is open to students from other academic disciplines who express interest in the objectives of UDSTA and are approved by the Executive Committee.

(a) Any person who is a former student of the University of Dar es salaam and who pursued a degree or Certificate Program who is willingly interested with the activities of the Association shall be eligible to Associate membership.

(b) Any Postgraduate student of the University of Dar es salaam main campus pursuing any course in Education and who is interested with the activities of the Association shall be eligible to Associate membership.

(iii) **Honorary membership**

(a) Any person who shall be the nominated and recommended by the executive committee and approved by the General Assembly to be granted honorary membership shall be a Honorary member. This may be member of the University of Dar es salaam staff, any prominent member of the society who is actively involved in the Association activities.

(b)The founder members of the Association shall be granted honorary membership on their termination of Ordinary membership as per Article 8(1)

ARTICLE 6

RIGHTS OF MEMBERS

1. Any member as per Article 5 (1) (i), (ii) &(iii) shall have rights to;

(i) Participate in all functions of the Association as postulated in this constitution

(ii) Give out freely opinions and views for the well-being of the Association.

(iii) Get all information of the ongoing Activities of the Association.

(iv) Withdraw his or her membership but shall have to notify the General Secretary a month before the withdrawal.

2. Only Ordinary and Associate members as per Article 5 (1) (i) (ii) shall have the right to contest for any leadership position in the Association, to vote or being voted for.

3. All members must respect the Constitution and pay necessary dues.

ARTICLE 7

TERMINATION OF MEMBERSHIP

Membership may be terminated through resignation, graduation, or disciplinary action approved by the Executive Committee.

1. **Ordinary membership ceases when a member;**

(i) Terminates studies or services from the University of Dar es salaam.

(ii) Fails to pay dues within the prescribed time without reasonable excuses.

(iii) Withdraws him/herself from the Association by tendering a notice to the General Secretary a month before.

(iv) Fails to attend meetings, functions and the Activities of the Association without reasonable.

2. Associate and Honorary membership shall be subjected to termination depending upon members withdraw and the approval of the executive committee.

3. No refunding shall be made in the event of termination of any type of membership.

PART II

ARTICLE 8

FEES AND SUBSCRIPTIONS

1. Any ordinary member shall be required to pay the entry fees and Annual subscriptions as suggested by the Executive committee and approved by the General Assembly.

2. An Entry fee shall be paid once and the Annual Subscriptions may be paid per installments of the semesters to the treasurer within the first four weeks of the semester.

3. Associate and honorary members shall be bound by this constitution to pay dues and contributions as decided by the executive committee and approved by the General Assembly.

4. However all members may be required to make contributions from time to time whenever there is a needy in doing so.

CHAPTER THREE

ORGANS OF THE ASSOCIATION

PART I

ARTICLE 9

THE GENERAL ASSEMBLY

(a) **Composition**

A general meeting of the members of the Association which shall seat once a semester shall constitute the General Assembly

(b)**Roles and Functions**

The General Assembly shall;

(i) Be the supreme organ of the Association

(ii) Elect all members of the executive committee

(iii) Have the power to remove any member of the executive committee from the office.

(iv) Have the power to amend or alter any provision of this constitution with consultation of the Executive Committee

(v) Have the power to review decisions made by any lower organ or member of the Association.

(vi) Have the power to grant to or withdraw from any person honorary membership but the qualifications or/and the claims for the Honorary membership should be presented by the Chairperson or the Secretary General of the Executive Committee.

ARTICLE 10

THE EXECUTIVE COMMITTEE

(a) **Composition**
The Executive Committee shall consist of;
(i) Chairperson
(ii) Vice Chairperson
(iii) Secretary General
(iv) Deputy Secretary General
(v) Treasurer

(vi) Public Relation Officer
(vii) Editor

(viii) Legal Affairs Officer
Legal Affairs Officer, is not obtained through vote, is elected by Executive Committee and is Valid for Three Years in Association From the day he/she elected/appointed but with his/her consent he/she may choose to terminate.

(ix) Three members selected by the General Assembly

(x) UDSTA representatives from colleges related to Education Teaching Field.

(b) **Roles and Functions**

The executive committee shall;

(i) Be responsible for the day-to-day activities of the Association.

(ii) Discuss and/or approve, or reject applications for the Associate and Honorary

membership.

(iii) Propose and/or recommend the General Assembly for the Approval of a candidate for the honorary membership.

(iv) Have the power to establish the new sub-committees and appoint members to hold positions where necessary other than those provided in this constitution.

(v) Deliberate on any misconduct of any member where necessary recommend disciplinary actions against the culprits.

(vi) Implement decisions and recommendations made by the General Assembly.

(vii) Deliberates of an approval or otherwise the Budget of the Association.

PART II

ARTICLE 11

DUTIES OF THE EXECUTIVES

1. **The Chairperson shall;**

(i) Preside overall meetings of the General Assembly of the Executive committee

(ii) Be the chief spokesperson and representative of the Association to the public.

(iii) Have the power to assign duties to any member of the executive committee.

(iv) Be one of the signatories of the Association Bank Account.

(v) Be answerable and accountable to the General Assembly.

(vi) Comment on active participation of any Executive committee member and inform the patron/matron and the adviser for the preparation of and report where needed to do so.

2. **The Vice Chairperson shall;**

(i) Be the chief assistant of the Chairperson

(ii) Perform duties of the chairperson in absence of the chairperson or when the

chairperson is unable to perform such duties.

3. **The Secretary General shall;**

(i) Record and keep all the records of the proceedings of the General Assembly and Executive committee meetings.

(ii) Be chief coordinator of all sub-committees in the association

(iii) Deal with all the correspondence of the Associations.

(iv) Be one of signatories of the Association Bank Account.

(v) Be answerable to the chairperson.

(vi) Be consulted by the chairperson on day-to-day decision making.

4. **The Deputy Secretary General shall;**

(i) Perform the activity of the secretary General in absence of the secretary General

(ii) Assists the Secretary General in playing day to day activities of the Association

5. **The Treasurer shall;**

(i) Be the chief financial officer of the Association

(ii) Be required to submit the financial report to the executive committee at list once in a year.

(iii) Be responsible for collection of all dues, maintain proper records and ensure safe custody of the Association Funds.

(iv) Be one of the signatories of the association Bank Account.

6. **The public relations officer (P.R.O) shall;**

(i) Head the public relation committee

(ii) Initiate, cultivate and promote good relations among members and between them and the public at large.

(iii) Undertake together with the Secretary General and the Editor, all activities pertaining to publicity of the association.

(iv) Handles press, social media, and external relations.

7. **The Editor shall;**

(i) Head of the Editorial Board.

(ii) Work on journals, newsletters and publications of the association

(iii) Organize essay writing and other literary competition for the members and

stakeholders in education.

(iv) Manages UDSTA publications (newsletters, reports, articles).

(v) Oversees media content, design, and information dissemination.

8. **Legal Affairs Officer**

(i) Advises the Association on legal and constitutional matters.

(ii) Prepares and interprets legal documents, including contracts and disciplinary recommendations.

CHAPTER FOUR

ARTICLE 12

ELECTIONS

1. There shall be General election to be held at the end of each academic year, but by elections may be held occasionally whenever a certain post falls vacant.

2. Contestants must be full members.

3. All leaders of the association shall be elective, unless where it is stipulated otherwise in the constitution.

4. Voting shall be done through secret ballot, unless otherwise agreed by the general assembly.

5. All votes shall have equal weight that is one vote.

6. The winner shall be determined on a simple majority basis.

7. All members of the executive committee shall be elected by the general assembly and their term in office shall be one year but may be re elected.

8. Nomination shall be done by any other member of the association and not more than three names shall be proposed or nominated.

9. Where there is no absolute winner, the highest two shall contest for the post after which (6) above shall apply.

10. Campaign shall be allowed four days before the day of election.

CHAPTER FIVE

MEETINGS

13. **GENERAL ASSEMBLY**

(1) The general assembly shall meet at least once every semester.

(ii) The meeting in second semester of each academic year shall be the annual meeting during which general election will be made.

14. **EXECUTIVE COMMITTEE**

The Executive committee shall meet

(i) At least once every month, and just before and after the general assembly meeting.

(ii) Whenever the chairperson, secretary or more than half of the Ex-com call for that meeting.

15. **SCREENING COMMITTEE**

(a) **Composition**

The screening committee shall compose;

(i) All Ex-com finalist members who are hence therefore not allowed by this constitution to re contest for any leadership position.

(ii) Appointed three active members to assist in the screening of applicants, appointed members may be honorary or associate member.

(c) **Functions:**

The screening committee shall;

(i) Approve and release names of candidates who qualify for contesting various posts.

(ii) Be answerable and responsible for any claim in assisting to matters concerning elections if any.

16. **QUORUM**

The Quorum of any meeting shall be not less than HALF of those supposed to attend

17. **RESOLUTIONS**

Resolutions shall be reached by a simple majority vote.

CHAPTER SIX

MISCELLANEOUS

18. **PATRON/MATRON**

(i) There shall be a patron/matron of the association who shall be suggested and consulted by the Executive Committee and approved by the General assembly.

(ii) The patron shall be any prominent member of the society, however a member of the university staff especially who is concerned with the teaching profession is highly recommended.

19. **ADVISOR(S)**

There shall be the advisor(s) to the association who will be selected by the General assembly from respective schools and colleges.

20. **CONSTITUTIONAL AMENDMENT**

Constitution may be amended by a two-thirds (2/3) majority vote of members present in a General Meeting specifically convened for that purpose.

(i) The constitution amendment can be done by constitution amendment committee whose members shall be selected by the General Assembly.

(ii) Any member shall have the right to arise the matter to demand constitution amendment; the proposal shall be handed in writings to the Secretary General who shall present it to the Executive Committee and to the General Assembly before being handled to the constitutional Amendment Committee.

21. **SUPREMACY OF THE CONSTITUTION**

The constitution shall be supreme over all UDSTA rules and regulations made hereunder and UDSTA organs, offices, any authority of UDSTA and UDSTA members. And anything mentioned herein above which shall be inconsistent with this constitution shall be null and void to the extent of such inconsistency.

22. **PENALTY REGARDING TO THE BREACH OF THE CONSTITUTION**

1. Any breach of this constitution or any of its provisions shall constitute a disciplinary offence or misconduct which shall attract penalty, or as caser may be, disciplinary measures.

2. The disciplinary measures or penalty for the breach of this constitution or any of its provisions includes but not limited to;

(i) Suspension

(ii) Removal from office; or

(iii) Expulsion from UDSTA membership

APPENDICES

Appendix I: Membership Application Form

UNIVERSITY OF DAR ES SALAAM

STUDENTS' TEACHERS ASSOCIATION (UDSTA)

MEMBERSHIP APPLICATION FORM

1. Full Name: ……..
2. Registration Number: ……..
3. Faculty/School/Department: ……..
4. Programme of Study: ……..
5. Year of Study: ……
6. Phone Number:……
7. Email Address: ……

8. Membership Type (Tick one):

   [ ] Ordinary Member (Education Student)

   [ ] Associate Member (Non-Education Student)

   [ ] Honorary member

9. I hereby commit to abide by the Constitution and rules of UDSTA.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Approved by Executive Committee: [ ] Yes [ ] No

Date: _____ Signature: _____

Appendix II: Official Letter

UNIVERSITY OF DAR ES SALAAM
STUDENT TEACHER'S ASSOCIATION (UDSTA)
P.O. Box 35048,
Dar es Salaam, Tanzania.
Email: udsmudsta@gmamil.com
Tel: …….
Date……..

[Recipient Name]
[Recipient Title/Organization]
[Address]

RE: SUBJECT/TITLE OF LETTER

Dear [Title and Name],

[Body of the letter – Introduction, purpose, and any required actions or information. Be formal and clear.]

Thank you for your time and support. Please feel free to contact us for any further information.

Yours sincerely,

_____
[Name]
[Position e.g., Secretary General]
University of Dar es Salaam
Students' Teachers Association (UDSTA)

Appendix III: Memorandum of Understanding (MoU)

MEMORANDUM OF UNDERSTANDING (MoU)

BETWEEN

THE UNIVERSITY OF DAR ES SALAAM

STUDENTS' TEACHERS ASSOCIATION (UDSTA)

AND

[OTHER PARTY NAME]

This MoU is made this ___ day of _____, 20__,

between:

1. The University of Dar es Salaam Students' Teachers Association (UDSTA), herein referred to as "Party A", and

2. [Organization/Individual], herein referred to as "Party B".

Purpose:

The purpose of this MoU is to outline the mutual understanding and cooperation between the two parties for [insert brief description].

Areas of Cooperation:

[List specific areas or terms of collaboration]

Duration:

This MoU shall remain in force for a period of [e.g., one year] unless terminated by either party with a [30] day notice.

Signatures:

For UDSTA:
Name: _____
Position: _____
Signature: _____ Date: _____

For [Other Party]:
Name: _____
Position: _____
Signature: _____ Date: _____